

WCHS Board of Trustees Meeting

July 2023



Agenda

1. Executive Session
2. Welcome and Introductions
3. Approval of June Minutes
4. Academics
 - a. Instruction
 - b. Senior Class Data
5. Safety Update
6. Operations
 - a. Website
 - b. Calendar update
7. Facilities
8. Recruitment and Enrollment
9. Finance
10. Human Resources
 - a. Salary Audit Subcommittee
11. Staff Advisor to the Board
12. Accountability



Academics

Summer Programming

- ❑ BCS Day Programming
- ❑ Summer Credit Recovery– 202 Students Enrolled
- ❑ Sports Camps (Open to All Students)--34 Participants
- ❑ Freshman Summer Bridge–August 16-18, 2023
- ❑ All grade level orientations have been scheduled
- ❑ Summer Regents Review–Algebra, Global History

Planning for SY 2024

- ❖ ENL Student Support (540/360/180/180); One additional teacher added to the budget
- ❖ [CDOS](#) as a path to graduation (trimester class)
- ❖ Literacy–Vocabulary Instruction; Formulaic Writing; Guided/Close Reading
- ❖ Common Assessments (Midterm and Final exams)
- ❖ Review room and space utilization



Academics

Parent Town Hall Meetings

- ❑ Tuesday, August 1, 2023 a 6pm
- ❑ Thursday, August 24th 6pm
- ❑ Back to School Night–October 5, 2023

Important Dates

- ❑ August 8, 2023 Department Leaders Return
- ❑ August 14, 2023 New Staff Orientation
- ❑ August 15, 2023–Faculty/Staff Return (Theme: Rodeo to Renewal)
- ❑ August 16-17, 2023–Regents Exams
- ❑ August 18, 2023–WCHS Family Event
- ❑ August 21, 2023–Faculty/Staff Professional Development
- ❑ August 28, 2023–First Day of School for Students



Senior Class Data

Senior Class Data	
Total Number of Seniors	<i>234 seniors</i> <i>231 in cohort</i> <i>3 Early Graduates</i>
Total number of 2023 Graduates	<i>192 Graduates in Total Including:</i> <i>3 -5th Year Seniors</i> <i>2- Early Graduates</i> 82%
Potential August Graduates	<i>15 Students</i> <i>1 5th Year Senior</i> 89%

Williamsburg Charter High School Summer Camp

Session 1: July 10-July 13/9:00am-12:00pm

Softball/Baseball
Soccer
Dance
Track and Field
Volleyball/Weight Training
Flag Football

Session 2: July 17-July 20/9:00am-12:00pm

Softball/Baseball
Basketball
Volleyball/Weight Training
Soccer
Flag Football
Dance

Session 3: July 24-July 27/9:00am-12:00pm

Yoga/Weight Training/Track
Softball/Baseball
Flag Football
Basketball
Soccer

Session 4: July 31-August 3/9:00am-12:00pm

Yoga/Weight Training/Track
Flag Football
Soccer
Basketball
Softball/Baseball



Safety Update—Use of Metal Detectors

We have collaborated with the NYC DOE Safety Team and their recommendations are below:

1. Purchase two scanners
2. Use magnetic batons
3. Reposition equipment in the cafeteria
4. Additional Safety Officer Training
5. Two safety officers at each scanning unit
6. Cameras in scanning area

Recommendation

The overall recommendation by DOE NYPD School safety is that we continue the use of metal detectors, and we purchase scanning equipment. The school safety department has agreed to provide us with training and information about the scanning equipment currently in use by DOE schools, and vendor information.

Safety Update—Use of Metal Detectors Survey -July 2023

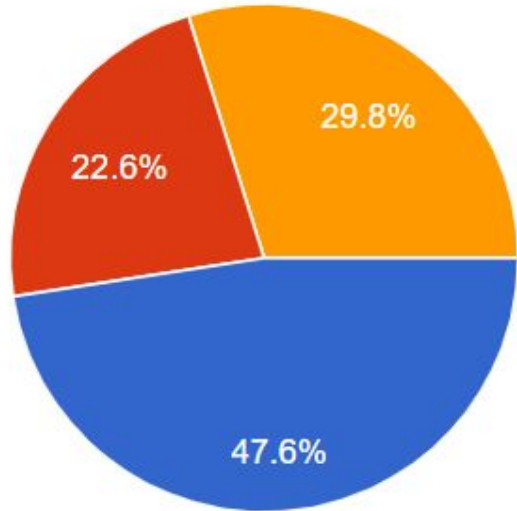
Parents, Faculty/Staff and Students surveyed on July 12th-14th:

- 124 Responses
 - 59/124 (47.6%) Parents
 - 37/124 (29.8%) Faculty/Staff
 - 28/124 (22.6%) Students
- 84% would like metal detectors to continue to be used if we can put a procedure in place to speed up the process.
 - 104/124 (83.9%) responded “Yes”
 - 56/59 (94%) Parents, 34/37 (92%) Faculty, 14/28 (50%) Students
 - 20/124 (16.1%) responded “No”
 - 3/59 (5%) Parents, 3/37 (8%) Faculty, 14/28 (50%) Students

Safety Update—Use of Metal Detectors Survey -July 2023

I am a ... // Soy un ...

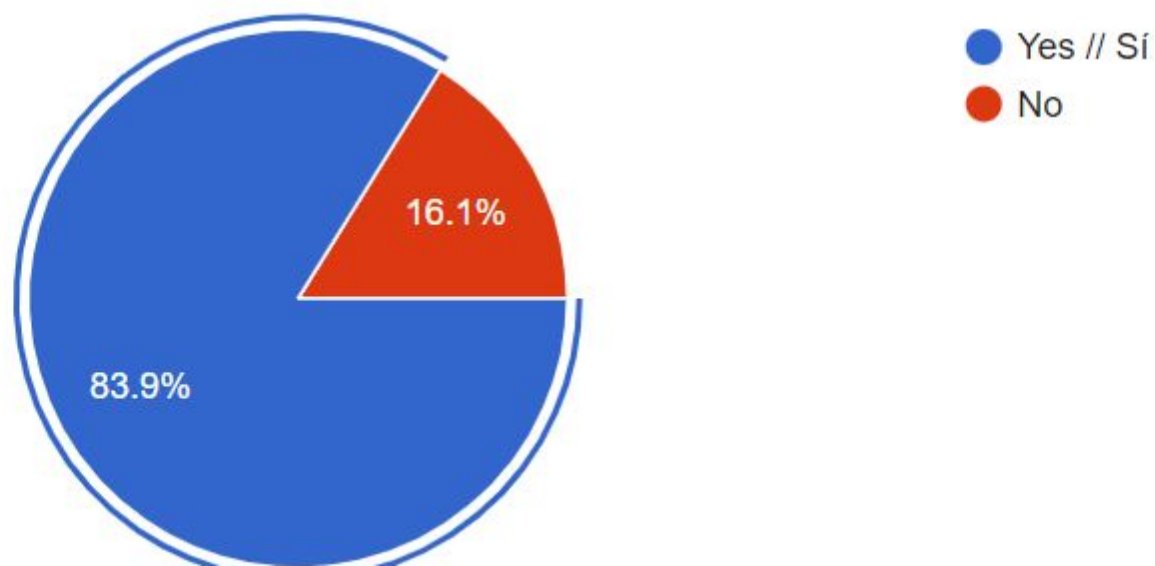
124 responses



- Parent/Guardian // Padre/Tutor
- Student // Estudiante
- Faculty/Staff // Facultad/Personal

Would you like to see the metal detectors continue to be used in the morning if we put a procedure in place to speed up the process? // ¿Cree que la escuela debería continuar usando detectores de metales por la mañana si implementamos un procedimiento para acelerar el proceso?

124 responses



Human Resources

- **APPROVAL:** Request to delegate finalization of 2023-2024 salary structure to subcommittee consisting of:
 - Head of School
 - Head of Operations
 - School Counsel
 - Finance Manager
 - Board Member(s)



Operations as of 7/13/23

- [023-24 WCHS Calendar](#) REVISION for approval
 - NYC DOE implemented REVISIONS to their Calendar after the June Board meeting.
 - Addition of holiday on Monday, April 1, 2024
 - School Closed: July 3rd-7th (except for Facilities); Non-Instructional staff get a total of 6 floating vacation days to be used starting 6/28 and prior to 8/15/23; Instructional staff get 6 vacation days on Thursday, 6/29 and the following Fridays (6/30, 7/14, 7/21, 7/28, 8/4)
 - Summer School: July 10th - August 3rd, 8am-3pm, Monday-Thursday
 - New Teacher Orientation: Monday, August 14, 2023
 - Teachers Return for Professional Development: Tuesday, August 15, 2023
 - Freshman Bridge Program: August 16-18, 2023
 - First Day of School: Monday, August 28, 2023
 - Last Day of School: Wednesday, June 26, 2024
 - Graduation: Thursday, June 27, 2024



Operations as of 7/13/23

- New Security Camera System: Included in capital budget, existing system is over 10 years old and is comprised of multiple systems from multiple vendors, limited access and recording capabilities

Company	Proposal	Monthly Price	Notes
Main Micro	Quote 1	\$77,648	100 Meraki cameras, includes 3 year Meraki license (\$31,600), 5 year warranty, Meraki authorized dealer, does not include installation, compatible with existing Meraki switches, cloud-based
GHA	Quote 2	\$189,973	55 cameras plus switches and 5-year license, does not include installation
Pioneer Business Systems	Quote 3	\$110,000	136 Hanwha vision cameras, Includes install, configuration, programming, 5 year warranty, monthly lease cost \$2,310, does not include wiring



Operations as of 7/13/23

- Security Camera Installation: Requesting Approval to contract with Pioneer Business Systems for the removal of old cameras and installation of new

Company	Proposal	Monthly Price	Notes
Pioneer Business Systems	Quote 1	\$8,300	Includes removing current cameras and installing 100 new cameras utilizing existing wiring; authorized Cisco/Meraki dealer
Main Micro	Quote 2	\$72,250	
Cube Builders Group NY	Quote 3	\$30,000	



Website Development Proposals: For Approval

Request approval for Educational Networks for Re-design of school website to improve communication with families

(included in ARP-ESSR Grant):

Vendor	Proposal	Fee Structure	Price	Monthly Maintenance
Educational Networks Inc	6-30-23 Quote	Annual Fee	\$4,200.00	\$300/year (waived first year)
AmericanEagle.com	1-4-23 Quote	One-Time Fee	\$65,000 Plus \$150/hr copy editing	\$1,785
Xposure LLC	1-27-23 Quote	One-Time Fee	\$7,500	\$400

Operations as of 7/13/23

- Cleaning Company Contract: Requesting Approval to contract with Executive Cleaning Services starting August 1, 2023

Company	Proposal	Monthly Price	Notes
Executive Cleaning Services	6-8-23 Revised Quote	\$25,500	46 years of experience, works with KIPP, Emblaze, Bold, TEP, Great Oaks, Brooklyn Lab; 2 day & 4 night porters, plus team leader; includes floor waxing 1x/yr
Sentry Maintenance	Sentry Quote 6-9-23	\$26,640	floors, windows, painting priced separately on request; 2 porters, 4 cleaners, online portal
Diamond Power	Cleaning Company proposals 23-24	\$22,500	6 porters, waxing extra
Kleanix (existing company)	Cleaning Company proposals 23-24	\$22,975	6 porters; extra charge for waxing, +\$4,734.20 for handyman

Facilities

1-No DOH, ECB or FDNY visits to the school for the month

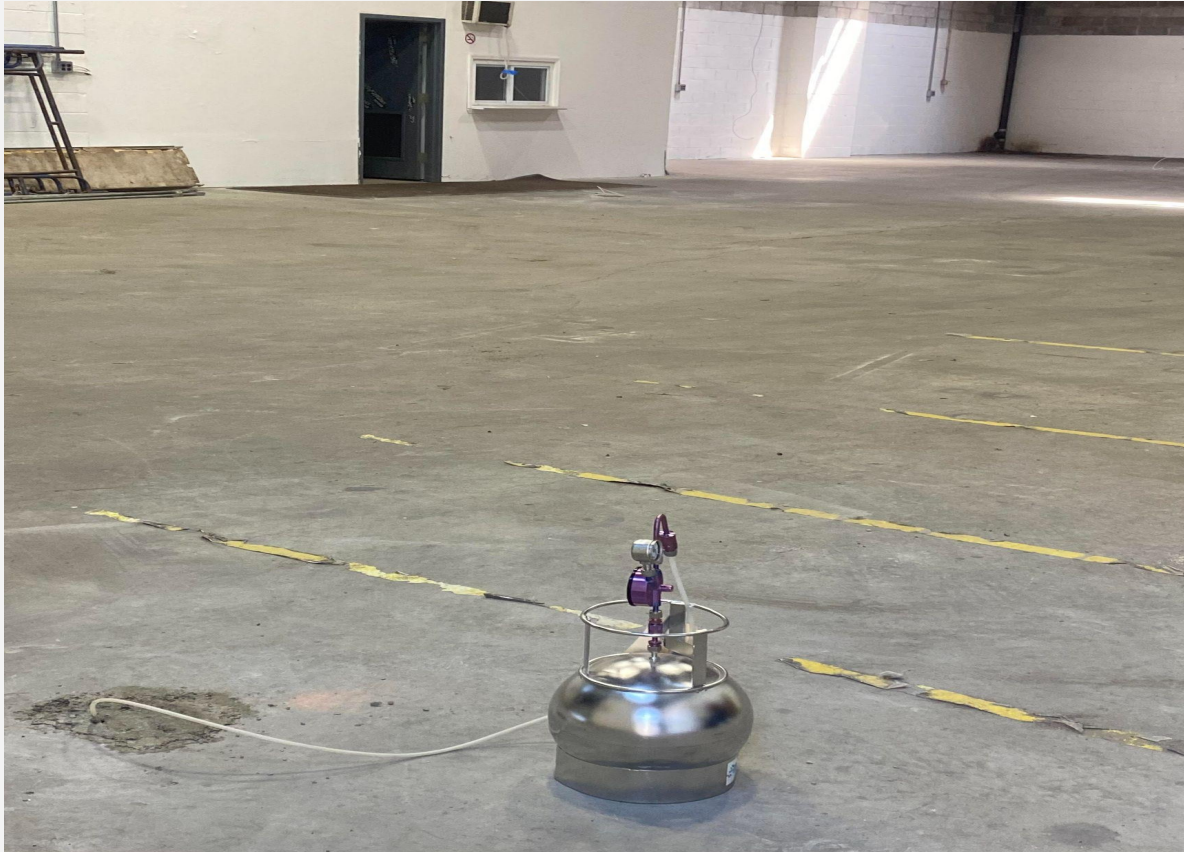
2- One compressor unit 2-1 & two control boards unit 8-7 and 7-7 for Rooms 815 & 127 air conditioners were replaced

3-Executive Cleaning Services are scheduled to replace Kleanix Services on August 1st 2023

4-New tiles were installed in the schools cafeteria



Facilities - New Gym Update



Recruitment and Enrollment 7/13/23

<u>Powerschool</u> 716	<u>ATS</u> 716	<u>FTE*</u> 926.425
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1. *Per Pupil Billing Document #6 approved 4/4/23; Reconciliation due 7/28
2. 0 Pending Discharge and 21 Zero Attendance; 202 Discharges (55 since 2/9/23) and 118 Will Not Attend since 7/1/22; 42 Class of 2022+; 192 Graduates discharged
3. 2021-22 Admissions Lottery on 4/12/21 at 6pm (~196 attendees); 2022-23 Admission Lottery on 4/4/22 at 6pm (Zoom Attendees: 162, In-person Attendees: 21, Volunteers: 23); 2023-24 Lottery on 4/4/23 (5 in-person, 71 online)
4. 22-23 Incoming 9th Grade seats = 330; Incoming seats in grades 10th= 25 , 11th= 25 , 12th= 0
5. SchoolMint Applications:

	4/1/21	4/1/22	4/1/23
9th Grade	415	408	279
10th Grade	29	54	39
11th Grade	23	39	19
12th Grade	7	13	11
Total	474	514	348



Recruitment and Enrollment as of 7/13/23

Grade Level	Total in Grade	2018	2019	2020	2021	2022	2023	2024	2025	2026
9	189 M 101 /F 88	0 M 0 /F 0	0 M 0 /F 0	1 M 1 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	3 M 2 /F 1	185 M 98 /F 87
10	253 M 107 /F 146	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	0 M 0 /F 0	1 M 1 /F 0	17 M 9 /F 8	235 M 97 /F 138	0 M 0 /F 0
11	230 M 108 /F 122	1 M 0 /F 1	0 M 0 /F 0	1 M 1 /F 0	5 M 3 /F 2	1 M 1 /F 0	31 M 16 /F 15	191 M 87 /F 104	0 M 0 /F 0	0 M 0 /F 0
12	44 M 23 /F 21	2 M 1 /F 1	4 M 3 /F 1	7 M 3 /F 4	6 M 4 /F 2	11 M 7 /F 4	13 M 5 /F 8	1 M 0 /F 1	0 M 0 /F 0	0 M 0 /F 0
TOTAL	716 M 339 /F 377	3 M 1 /F 2	4 M 3 /F 1	9 M 5 /F 4	11 M 7 /F 4	12 M 8 /F 4	45 M 22 /F 23	209 M 96 /F 113	238 M 99 /F 139	185 M 98 /F 87

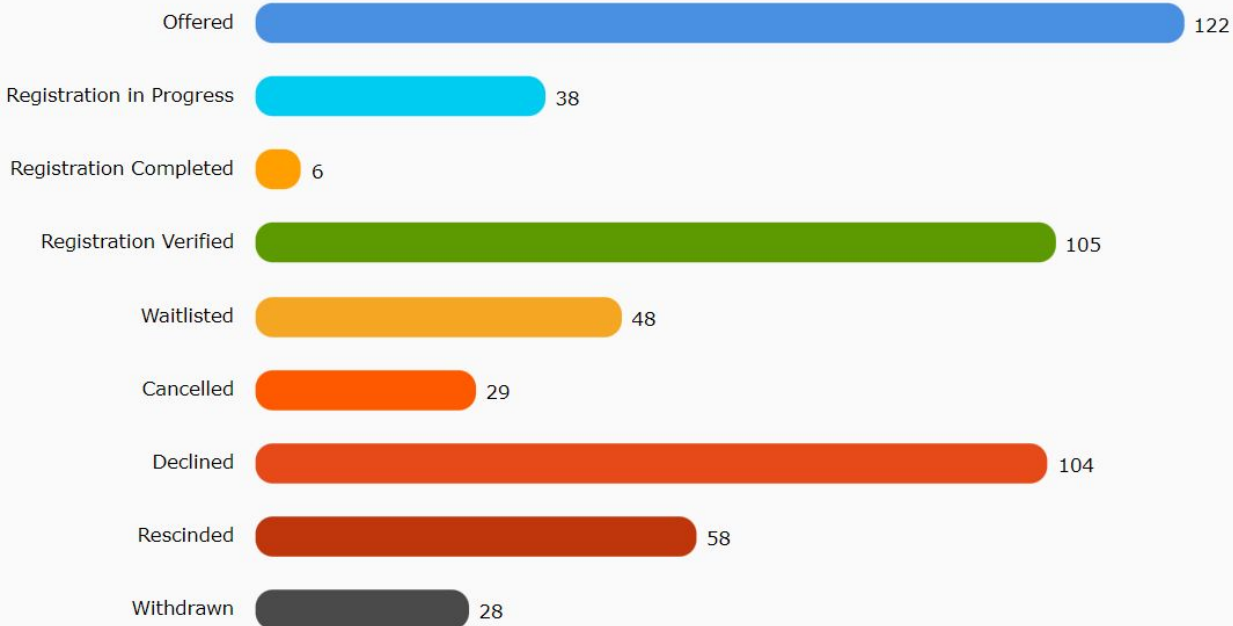


Recruitment and Enrollment as of 7/13/23

- 2023-24: 538 Applications

Overview Of All Applications

Total Applications: 538



Recruitment and Enrollment as of 7/13/23

2023-24 Lottery Application Numbers

- Registrations Completed & Verified = 111

9th	10th	11th	12th	Total
82	15	13	1	111

- Registrations in Process =38

9th	10th	11th	12th	Total
28	7	3	0	38

- Offered =122

9th	10th	11th	12th	Total
117	5	0	0	122

Recruitment and Enrollment 7/13/23

- Applications Waitlisted = 48

9th	10th	11th	12th	Total
7	5	14	22	48

Open House Dates for 2023-24

- TBD

Online and Social Media: Daily News Email blast upcoming, Facebook, Instagram, Niche.com, Email List Weekly E-Blast; Planning video campaigns

Google Ads: Google Ads consultation meeting on 7/12/23

Lottery Application for 2023-24

- Lottery Deadline 4/1/23
- Lottery 4/4/23 @6pm
- Applications as of 7/13/23: 538

Recruitment and Enrollment 7/13/23

- In-person Registration Help Sessions
 - 7/18-8/10 Tues.-Thurs. From 9am-1pm
- Daily News August Back-to-School Special
- Brooklyn Family Magazine Ads
 - August Education Guide
 - September Back-to-School Special
 - October High School Application Issue




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Admissions@thewcs.org
(347) 217-6995
198 Varet Street, Brooklyn, NY 11206

  Scan here

WCHS Financial Update Board Meeting – July 18, 2023

As of **May 31, 2023** total collected revenue for the period is \$18,062,569 and total expenses for the period are \$17,861,453 million.

Total excess of revenue over expenses for the period is \$201,116.

Assets		
Cash and Cash Equivalents	13.6	Bank Acct, Petty Cash,
Account Receivable	432,330	ESSER Grant/Title
Total Fixed Assets	2.2	Leasehold improvement, Furniture, Equipment, software
Building Security Deposit	5.7	Rent Deposit/New Building
Prepaid expenses and Deposits	222,981	Utility, Insurances, other
Total Assets	22.2	
Liabilities		
Accounts Payable, Accrued expenses	890,352	Bills, Accrued salaries/taxes
Unearned Revenue	1.4	Advanced Per Pupil fund
Deferred Rent	11.3	Rent
Total Liabilities & Net Assets	22.2	9.2 Net Assets

- Interim General Audit and 403B Audit are in progress



Staff Advisor To the Board Update

Upcoming Initiatives

- ★ Culture & Climate Survey for Teachers & Staff
- ★ Artifact Document with running info for Board of Trustees.
- ★ Board/Staff Meet & Greet - Activity to promote community.
- ★ Develop efficient means of collecting info from staff.
- ★ Is there a way for me to be looped in on progress within the month to convey back to staff as opposed to just from what happens at monthly meeting.



Accountability and Development

- **Summer Reporting Deadlines**

- SSEC - due July 24
 - Thank you to Mr. Guzman
- Annual Report - due August 1
 - Disclosure of financial interest forms sent via DropboxSign
- Renewal application - due August 15
 - Letter of support
- Title I - due August 31
 - CSBM completing

- **Media**

- AmNY
- The Economist
- [Chalkbeat](#)

- **Community**

- Fall GROW planning w/ local charter schools